

**RULES
OF
THE TENNESSEE BOARD OF REGENTS
STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

INSTITUTIONAL STUDENT DISCIPLINARY RULES

**CHAPTER 0240-3-13
ROANE STATE COMMUNITY COLLEGE
STUDENT DISCIPLINARY RULES**

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Note: Please be aware that the rules and regulations for student conduct are continually under examination and revision. The institution reserves the right to make changes as required. However, to the extent a discrepancy exists between this policy and related Tennessee Board of Regents or State policy or law, TBR and State policy shall take precedence.

0240-3-13-.01 INSTITUTION POLICY STATEMENT.

- (1) College students are citizens of the State, local and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of the College to take such action as may be necessary to maintain Campus conditions and preserve the integrity of the institution and its educational environment.
- (2) Pursuant to this authorization, the College has developed the following Regulations which are intended to govern student conduct on campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these Regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local, or national laws.
- (3) Having voluntarily enrolled as students at Roane State Community College and assuming a place in the College community, all students are presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in the Student Code of Conduct.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed January 16, 2007; effective May 31, 2007.

0240-3-13-.02 DISCIPLINARY OFFENSES.

- (1) Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.
- (2) Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:
 - (a) Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse;
 - (b) Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
 - (c) Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
 - (d) Obstruction of or interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional activity, program, event or facilities, including the following:
 1. Any unauthorized occupancy of institution or institutionally controlled facilities or blockage of access to or from such facilities.
 2. Interference with the right of any institution member or other authorized person to gain access to any institution or institutionally controlled activity, program, event or facilities.
 3. Any obstruction or delay of a campus security officer, firefighter, or any institution official in the performance of his/her duty.
 - (e) Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephone, institution keys, library materials and/or safety devices; and any such act against the property of a member of the institution community or a guest of the institution.
 - (f) Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against the property of a member of the institution community or a guest of the institution.
 - (g) Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of institution documents, forms, records or identification cards, including the giving

(Rule 0240-3-13-.02, continued)

of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;

- (h) Firearms and other dangerous weapons. Possession of or use of firearms or dangerous weapons of any kind is prohibited;
- (i) Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks is prohibited.
- (j) Alcoholic beverages. The use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by the institution (Roane State Community College); at an institutional sponsored event; on property owned or controlled by an affiliated clinical site is prohibited. This includes any violation of any term of the Roane State Community College Drug-Free Schools and Communities Policy Statement (RSCC Policy No. GA-21-03). The Drug-Free Schools and Communities Act of 1989 is distributed to each student annually via the Student Handbook.
- (k) Drugs. The unlawful use, possession, distribution, sale or manufacture, of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution; at an institution sponsored event; on property owned or controlled by an affiliated clinical site is prohibited. This includes any violation of any term of the Roane State Community College Drug-Free Schools and Communities Policy Statement (RSCC Policy No. GA-21-03). The Drug-Free Schools and Communities Act of 1989 is distributed to each student annually via the Student Handbook.
- (l) Gambling. Gambling in any form is prohibited.
- (m) Financial irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity;
- (n) Unacceptable conduct in hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
- (o) Failure to cooperate with institutional officials. Failure to comply with directions of institutional officials acting in the performance of their duties;
- (p) Violation of general rules and regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- (q) Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);

(Rule 0240-3-13-.02, continued)

- (r) Violations of state or federal laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- (s) Harassment. Any form of harassment including, but not limited to, racial harassment, sexual harassment or stalking is prohibited.
- (t) Computer misuse. Ethical and Responsible Use of Computer Resources.

1. Scope

- (i) The policies and procedures outlined in the following document apply to all Roane State Community College Faculty, Staff, Students, Visitors, and Contractors. This policy applies to all academic, administrative, networking and microcomputer resources owned, leased or installed at all Roane State Community College locations.
- (ii) In addition to the policies listed below, all users are subject to existing state and federal laws and regulations concerning the use of computers, email, and the Internet.

2. Respect for State Owned Property

- (i) Users shall not intentionally, recklessly or negligently misuse, damage or vandalize Roane State Community College computer resources. If such misuse is suspected, the Executive Director of Information Technology, the Internal Auditor and Security Officer may conduct an investigation to determine the cause and responsibility. If applicable the student or employee may be required to pay for the repair or replacement of the equipment. (See Disposition of Violations below.)

3. Additional Responsibilities for Employees and Independent Contractors

- (i) Users who are employees and Independent Contractors shall not make use of Roane State Community computer resources for purposes which do not conform to the purposes, goals and mission of Roane State Community College.
- (ii) Users shall not use Roane State Community College computer resources for solicitation for religious or political causes.

4. Digital Millennium Copyright Act of 1998

- (i) Title II of the Digital Millennium Copyright Act of 1998 is designed to provide protection for institutions acting as a service provider (public Web site) if copyright infringement occurs without its knowledge. If the institution merely acts as a conduit for the copyrighted material it will not be held liable if, (1) it exerts no editorial control, (2) does not originate the transmission or choose the recipient, and (3) does not make the copyrighted material available to others besides the intended recipient. The Act further provides that institutions of higher education are not liable for infringing acts by faculty or graduate students if:

(Rule 0240-3-13-.02, continued)

- (I) The faculty or graduate student's activities do not involve online access (including email) to materials that were "required or recommended" within the preceding three (3) years for a course taught by the employee at the institution.
 - (II) The institution has not received more than two (2) notices of actionable infringement by the faculty or graduate student.
 - (III) The institution provides all users of its system or networks the informational materials on compliance with U. S. copyright laws.
- (ii) In accordance with the provisions of Title II of the Act, Roane State Community College will designate and register an agent with the Register of Copyright. The name, address, phone number and email address of the agent will be listed publicly on the opening page of the Roane State Community College Website.
 - (iii) Upon notification of an infringement in accordance with "Online Copyright Infringement Liability Limitation Act," Section 202, Subparagraph (3) "Elements of Notification," Roane State Community College will immediately remove the offending material.
- (I) The owner of the page containing the infringing material will be notified and advised that the material has been removed or disabled. If the user believes that the material has been erroneously identified as infringing the user may submit a counter-notice to the complaining party or authorized representative and a copy to the institution's designated agent. The counter-notice must contain the information outlined in (3) "Contents of Counter Notification" of the Act. It must include the following information:
 - I. A physical or electronic signature of the user.
 - II. Identification of the material that has been removed or to which access has been blocked and the location at which the material appeared before being blocked or removed.
 - III. A statement that the user has a good faith belief that the material was removed or disabled as a result of mistake or misidentification of the material to be removed or disabled.
 - IV. The user's name, address, telephone number and a statement that the subscriber consents to the jurisdiction of Federal District Court for the judicial district in which the address is located and that the user will accept service of process from the person who provided notification of infringement.
 - V. If no response to the counter-notice is received within fourteen (14) business days, Roane State Community College will immediately restore or cease disabling the material.

5. Disposition of Violations

(Rule 0240-3-13-.02, continued)

- (i) Computer misuse violation should be reported through the appropriate supervisory chain to the Office of the Assistant Vice President for Student Services and Multicultural Affairs, the Executive Director of Information Technology or the Director of Human Resources.
 - (I) The Assistant Vice President for Student Services and Multicultural Affairs, will be responsible for student violations. In case of threatening or offensive communications, the Assistant Vice President for Student Services and Multicultural Affairs will notify Security to ensure student safety.
 - (II) The Director of Human Resources will be responsible for staff and faculty violations.
 - (III) The Executive Director of Information Technology will assist the Assistant Vice President for Student Services and Multicultural Affairs or Director of Human Resources in collecting evidence of violations.
 - (ii) The dispositions listed below (not an all-inclusive list) are options drawn from the sanctioned policy of the Tennessee Board of Regents Code of Conduct.
 - (I) Revoking of the individual's right to use the computer, either on a temporary or permanent basis.
 - (II) Probation
 - (III) Suspension
 - (IV) Expulsion
 - (V) Financial assessment for computer services
 - (VI) Legal prosecution. In the event that other college regulations are violated, additional penalties may be imposed.
 - (VII) Unauthorized use of the computer by an individual other than the college community may be adjudged a felony, and the individual may be liable to legal prosecution.
 - (iii) Appeals may be directed through Student Services to the President.
- (3) Disciplinary action may be taken against a student for violations of the foregoing Regulations which occur on property owned or controlled by the institution; at an institution sponsored event; on property owned or controlled by an affiliated clinical site, when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the institutional community. In cases where alcohol and drug violations occur, disciplinary action, as well as the decision whether to test for alcohol or drugs, will be processed through the office of the Dean of Student Services and Multicultural Affairs.
- (4) For the purposes of these Regulations, a "student" shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student

(Rule 0240-3-13-.02, continued)

during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all Rules by Pubic Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 20, 1996; effective March 28, 1997. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed January 16, 2007; effective May 31, 2007.

0240-3-13-.03 ACADEMIC AND CLASSROOM MISCONDUCT.

- (1) The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.
- (2) Plagiarism cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.
- (3) If the student believes he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the Office of the Assistant Vice President for Student Services and Multicultural Affairs.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed January 16, 2007; effective May 31, 2007.

0240-3-13-.04 DISCIPLINARY SANCTIONS.

- (1) Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offense set forth in these Regulations, the following disciplinary sanction may be imposed, either singularly or in a combination, by the appropriate institution officials.
- (2) Definition of Sanctions.
 - (a) Restitution. A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
 - (b) Warning. The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

(Rule 0240-3-13-.04, continued)

- (c) Reprimand. A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these Regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
- (d) Restriction. A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.
- (e) Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these Regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these Regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- (f) Suspension. If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
- (g) Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution. A student expelled from the College may not enter the campus grounds for any reason without the permission of the Assistant Vice President for Student Services and Multicultural Affairs. A student expelled from the College will not receive a refund for maintenance or miscellaneous fees.
- (h) Interim or summary suspension. Though as a general rule, the status of a student accused of violations of these Regulations should not be altered until a final determination has been made in regard to the charges against him, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as-soon-as possible.
- (i) Counseling or Rehabilitation Treatment. Counseling sessions with Roane State's counseling office personnel or outside sources may be recommended for students with varying psychological needs. In addition, violations of drug and alcohol rules will result in mandatory participation in, and satisfactory completion of, a drug or alcohol abuse program, or rehabilitation program.
- (j) The President of the College is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction or to rescind any previous sanction in appropriate cases.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed November 26, 1997; effective March 30, 1998.

(Rule 0240-3-13-.04, continued)

Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed January 16, 2007; effective May 31, 2007.

0240-3-13-.05 DISCIPLINARY PROCEDURES.

(1) General Statement.

- (a) Roane State Community College recognizes that disciplinary proceedings should play a secondary role to guidance and counseling and makes every effort to keep open the avenues of communication between students, faculty, and staff which provide for the transmittance of constructive ideas toward the solution of problems.
- (b) However, whenever violations of standards of conduct occur, the institution may initiate judicial proceedings through the power vested in its Disciplinary Committee. In cases involving probation, suspension and expulsion, disciplinary action may become a part of the student's permanent record, and proper procedural safeguards will be used to assure due process. Notification of disciplinary action is by letter from the Assistant Vice President for Student Services and Multicultural Affairs to the student and, when appropriate, to the parents and other College officials.

(2) Policy 1:06:00:05 (Subject: Uniform Procedures for Cases Subject to the Tennessee Uniform Administrative Procedures Act (TUAPA)) (URL Address to the entire text of the policy - http://www.tbr.state.tn.us/policies_guidelines/governance_policies/1-06-00.htm).

(a) Purpose

The purpose of these procedures is to provide a basis for uniform procedures to be used by institutions and technology centers governed by the Tennessee Board of Regents, for the hearing of cases which may be subject to the TUAPA, Title 4, Chapter 5, Tennessee Code Annotated (hereinafter referred to as "Act").

(b) Scope

These procedures (TUAPA) may be applicable in cases involving: (1) suspension of employees for cause, or termination of employees when the termination is in violation of the employee's contract, e.g., termination prior to the expiration of the contract term; (2) suspension or expulsion of a student or revocation of recognition of a student organization, for misconduct or disciplinary reasons; (3) support staff employees who are demoted, suspended without pay, or terminated and elect to pursue a TUAPA hearing instead of an employee panel hearing as the final step of the grievance process; and (4) such other cases as may be designated by the Chancellor of the State Board of Regents or president of the institution or director of the school. These procedures are not applicable to termination of faculty for adequate cause which are subject to the provisions of Chapter 839 of the Public Acts of 1976. Prior to the initiation of any hearing pursuant to these procedures, the institution or shall contact the Office of General Counsel for advice on the applicability of these procedures, and for possible assistance in the hearing of the case.

(3) Due Process Procedures.

- (a) Due process is not a technical concept with a fixed content unrelated to time, place and circumstances. It is an elusive concept in that its exact boundaries are indefinable and its content varies according to specific facts. The nature of the right involved, the nature of the proceedings and the possible penalty are all considerations which must be taken into account. The very nature of due process negates any conception of inflexible procedures universally applicable to every imaginable situation. There is no

(Rule 0240-3-13-.05, continued)

requirement of a formal type judicial hearing. Any College procedure which is reasonably calculated to be fair to the accused and to lead to a reliable determination of the issues is acceptable.

- (b) The requirements of due process are flexible in different cases and will require different procedural safeguards. The nature of the hearing will vary depending upon the circumstances of the particular cases.
- (c) The following fundamental safeguards are required in every proceeding at Roane State Community College that may lead to a serious penalty:
 - 1. The student shall receive written notice of the specific charge against him, and the date and time of the hearing a minimum of three days prior to the hearing date. This charge shall be sufficiently precise as to enable the student to understand the grounds upon which the College seeks to impose a penalty against him and to enable him adequately to prepare any explanation or defense which may be available to him. The student may be accompanied by an advisor whose participation shall be limited to advising the student.
 - 2. The student shall be given an opportunity to respond to the evidence against him. He shall have an opportunity to present his position, make such admissions, denials, or explanations as he thinks appropriate and testify or present such other evidence as is available to him. The student has the right to call witnesses on his or her behalf and the right to confront witnesses against him. The technical rules of evidence normally followed in civil and criminal trials shall not apply.
 - 3. The decision of the Disciplinary Committee should be based upon the evidence presented at the hearing and a finding of guilt must be based upon substantial evidence.
 - 4. Cases of alleged sexual assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:
 - (i) Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and
 - (ii) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.
- (4) Grounds for Appeal.
 - (a) A decision or judgment of the Disciplinary Committee may be appealed by the aggrieved party upon the following grounds:
 - 1. Prejudicial error committed during the hearing whereby aggrieved was deprived of a fair hearing.
 - 2. Noncumulative material and relevant evidence new or newly discovered which with reasonable diligence could not have been produced at the hearing.
 - 3. The decision or judgment is not supported nor justified by the evidence.
 - (b) A decision or judgment of the Disciplinary Committee may be appealed by the Assistant Vice President of Student Services and Multicultural Affairs on the grounds that the penalty or sanction imposed was insufficient or excessive.

(Rule 0240-3-13-.05, continued)

(5) Notice of Appeal.

- (a) A Notice of Appeal shall be in writing and shall be filed with the President of the College, to whom the appeal is taken, within ten (10) calendar days from the promulgation and filing of the decision or judgment upon which the appeal is based. Failure to timely file the above mentioned notice shall constitute a waiver of any right to appeal.
- (b) The President of the College will review the case and render a decision based upon his findings.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of rule by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed May 19, 1994; effective September 28, 1994. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed June 28, 2005; effective October 28, 2005. Amendment filed January 16, 2007; effective May 31, 2007. Amendment filed September 20, 2007; effective January 28, 2008.

0240-3-13-.06 TRAFFIC AND PARKING REGULATIONS.

(1) Student Parking.

- (a) Students do not receive parking decals but must park in designated student lots only on all RSCC campuses.
- (b) Students will receive citations for all parking violations, including parking in any employee (faculty & staff) lots/spaces.
- (c) The person to whom the vehicle is registered is responsible for the vehicle and all violations and citations issued thereto and will be fined and billed by the Business Office.
- (d) All Roane State campuses designate a lot for student parking because students pay a campus access fee at the time of registration. Students are only allowed to park in the student lots.
- (e) Student Disability Parking. All campuses have allotted spaces for student disability parking in the student lots. However, if there are not enough spaces at any time, students may park in disability areas, if available, in employee parking lots.
- (f) Students requesting disability parking must pick up, at no cost, a disability hangtag and place in the rearview mirror of their vehicle. The hangtag may be picked up from the Counseling and Disability Services Offices or Off-Site Directors.

(2) Student Citations and Appeal Procedures.

- (a) Students wishing to appeal a parking citation must do so within 72 hours of receipt of the parking citation. No appeals will be accepted after that time.
- (b) All student appeals are handled by the Student Government Association/Campus Activities Boards (SGA/CAB) at all Roane State Campuses. You may access an appeal form at www.roanestate.edu., keyword: student services.
- (c) You must appeal on the campus on which you received the citation.

(Rule 0240-3-13-.06, continued)

- (d) If a student wishes to appeal the decision of the SGA/CAB, they may appeal in writing to the Assistant Vice President for Student Services and Multicultural Affairs or designee located on the Roane County Campus by emailing the written appeal to bonner@roanestate.edu.
 - (e) All fines, unless appealed and voided, must be paid at the Business Offices and Cashiers at all campuses. A student will be unable to register for future classes if he/she has any unpaid fines.
- (3) Employee Parking.
 - (a) All employees (full-time faculty, full-time staff, and adjuncts) will continue to purchase a Roane State parking permit/sticker.
 - (b) Employees will be assessed an annual campus access fee of \$10.00. Persons who are employed spring semester or after will be assessed a campus access fee of \$5.00. All employees who pay the campus access fee will be given a parking permit/sticker. Additional permits/stickers will be available at a cost of \$1 which can be purchased at the Roane County and Oak Ridge Business Offices or from the Cashiers at Off-Site Campuses.
 - (c) The permits/stickers are valid for one (1) year from August to August at which time you will need to purchase a new permit/sticker.
 - (d) Current campus registration decals must be affixed to the rear driver-side window or to the front driver-side window if rear driver-side window does not permit proper viewing of permit.
 - (e) If a person is unable to drive his/her own vehicle on a particular day, the transferable sticker must be removed and placed in the vehicle he/she will be driving. If you are unable or forget to transfer the sticker, please place an explanatory note on the dashboard and then alert Security at your campus.
 - (f) Temporary Permits. Temporary employees (those on temporary contracts) must pick up a temporary hangtag located at designated areas on each campus. Please check within your department for directions.
- (4) Employee Citations and Appeal Procedures.
 - (a) Employees wishing to appeal a parking citation must do so within 72 hours of receipt of the parking citation. No appeals will be accepted after that time.
 - (b) Employees may access an appeal form at www.roanestate.edu., keyword: student services.
 - (c) Employees may appeal to the Directors at the off-site campus on which the citation was received. If the citation was received on the Roane County Campus, appeal must be made to the Assistant Vice President for Student Services. At the Oak Ridge Campus, the appeal will be made to the Dean of the Oak Ridge Campus.
 - (d) All fines, unless appealed and voided, must be paid at the Business Offices or Cashiers at all locations.

(Rule 0240-3-13-.06, continued)

- (e) Please contact Roane County Security for any other concerns regarding parking issues/complaints.
- (5) Visitor Parking.
 - (a) Visitors are defined as persons not connected with the College, but who occasionally have business or other reasons to be on campus. All Roane State Campuses provide designated visitor parking spaces.
 - (b) Regularly scheduled groups to campus should be provided a visitor pass from the department sponsoring that group on campus. Any questions about how to proceed should be addressed by the Roane County Security Office.
 - (c) All campuses may provide at the Information Counters a Visitor Pass, and the receptionist should ask visitors to place the pass in their cars while on campus. Please check with Roane County Security Office regarding options for visitor passes at your location.
- (6) Signage at All Locations.
 - (a) Student Lots. Students may only park in the areas designated "Student Lots" on all Roane State Campuses.
 - (b) Employee Lots. Faculty and Staff may only park in the areas designated as "Employee or Staff Lots" on all Roane State Campuses.
 - (c) Visitor Lots. Visitors may only park in the areas designated as "Visitor Lots" on all Roane State Campuses.
 - (d) Any overflow parking on any campus will be designated by proper signage and directed by the appropriate campus official.
 - (e) Absolutely no parking is allowed at loading zones, on sidewalks, on streets, on lawns, within (fifteen) 15 feet of fire hydrants, or any reserved parking area.
 - (f) Roane County Campus Only. Open parking will be allowed in some lots after 5:00 p.m. Please pay attention to signage as this applies to certain lots only.
- (7) Driving Regulations.
 - (a) The speed limit on all campuses is 15 mph.
 - (b) All traffic signs must be obeyed.
 - (c) Motorists must yield the right-of-way to pedestrians.
 - (d) All accidents involving injury to persons or damages to autos, equipment, etc., must be reported to the Roane County or the Oak Ridge Security Offices, or the Directors at each Off-Site Campus.
- (8) Violation Fees.....Faculty, Staff, Students and Visitors.
 - (a)

No decal displayed	\$20.00
Illegal use of decal	\$20.00
Improper display of decal	\$20.00
Parked in unauthorized area	\$20.00

(Rule 0240-3-13-.06, continued)

Parked in driveway	\$20.00
Double parked	\$20.00
Improper motorcycle parking	\$20.00
Wrong way on one-way street	\$20.00
Parked in handicapped area	\$100.00

- (b) Parking privileges for students for the remainder of the school year may be suspended or revoked depending upon the severity of the violation and/or repeat violations. This level of disciplinary action will be handled through the Office of the Assistant Vice President for Student Services and Multicultural Affairs with appropriate due process for student appeals.

Authority: T.C.A. §49-8-203. **Administrative History:** New rule filed August 28, 1984; effective November 13, 1984. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed January 16, 2007; effective May 31, 2007. Amendments filed September 20, 2007; effective January 28, 2008.

0240-3-13-.07 REPEALED

Authority: T.C.A. §49-8-203. **Administrative History:** New rule filed August 28, 1984; effective November 13, 1984. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed January 16, 2007; effective May 31, 2007. Repeal to rule filed September 20, 2007; effective January 28, 2008.